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## Appropriate Use and Monitoring [1]

SS-08-001 Appropriate Use and Monitoring

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## **PURPOSE**

State of Georgia information technology resources are provided to authorized users to facilitate the efficient and effective performance of their duties. The use of such resources imposes certain responsibilities and obligations on Users and is subject to state government policies and applicable state and federal laws. It is the responsibility of Users to ensure that such resources are not misused.

#### **STANDARD**

State information technology resources are to be used to conduct official state business.

Users of state information technology resources shall assume NO expectation of personal privacy outside protections provided by the Privacy Act or 1974, HIPAA, and/or other federal, state, or local regulations.

All information created, transmitted, and stored on State information technology resources is the sole property of the state and is subject to monitoring, review, and seizure.

Logging on to any State information system is an acknowledgement of this standard and an agreement to abide by it and all other governance regarding its use.

All Agencies shall provide notice of the right and intent to monitor by displaying an Appropriate Use Banner on all computers.

## SUPPLEMENTAL EXCEPTION

Occasional access to information or websites of the Georgia Lottery Corporation shall not constitute nor be considered inappropriate use.

## **GUIDELINES**

The following is provided as an example banner which agencies may use or modify as they deem appropriate. Ideally such banners would be part of standard log-on procedures; however, alternatives such as stickers or labels affixed to monitors, as well as signed and retained user acknowledgement statements may also be used.